

BOARD OF SELECTMEN  
Policy on Obtaining Legal Opinions  
Original Date: August 29, 1995  
1995-3

Date of Revision: 2/12/96  
Reaffirmed: 6/4/01

In order to better conserve the Town's limited financial resources and enable the Board of Selectmen to remain informed; and furthermore to improve the expediency and quality of our system of obtaining legal advice from Town Counsel, the Board of Selectmen requests the following procedure be observed by all department heads and chairs of appointed Town boards and commissions:

Requests for legal opinions from Town Counsel shall be submitted to the Town Administrator in writing. If approved, requests will be forwarded to Town Counsel. Town Counsel will likewise respond with a written legal opinion whenever possible.

In the event that an emergent situation exists, a verbal request and response, followed by a written request and response, will be acceptable.